

Training Schedule for New Employees in the FOIA Branch**First Week:**

- ✓ 1) Take CADRE training (when available)
 - Become VERY familiar with system
- ✓ 2) Sign up for first available *Fundamentals of the FOIA* course (try to take within first month)
- ✓ 3) Review all pertinent FOIA regulations and policies
 - 32CFR✓
 - FOIA Guide✓
 - DOJ website✓
- ✓ 4) Review some closed FOIA cases:
 - Review thoroughly
 - Practice searching by developing tactics and search strategies
 - Compare with how case was originally processed

Month 1-3**Practice scoping and searching**

- a) Will be assigned NEW initial and ref/coord cases to scope and research
 - Develop search strategies
 - Conduct preliminary searches in CADRE and on the Internet (if applicable) using the FOIA search guidelines
 - Compare search results with similar cases (how did we respond?)
 - Compile all search results and put into case folder
- b) Practice making initial determinations:
 - Are there previous releases?
 - Can we do a pre-Glomar?
 - Is the search too burdensome, vague, etc.?
 - Can we accept?
- c) Review FOIA boilerplate language templates
 - Practice applying appropriate language
 - Write your recommendations on a sheet of paper and clip to top of case folder
 - Return cases to your assigned trainer. At this stage, you will not continue processing cases that need to be tasked out, rather, the cases will be reassigned to experienced case managers. Before the cases are reassigned, you will receive feedback on your research and recommendations from your trainer.

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Month 4 & 5

At this stage, you will start keeping your cases and task them out to the components.

- 1) Continue to practice scoping and research
 - Make initial case determinations
 - Determine who needs to be tasked
 - Determine whether external coordinations (OGC) are required
- 2) If no tasks required:
 - Begin drafting response letters using boilerplate language
- 3) If accepting an initial case:
 - Begin drafting acceptance letters

Upon return of tasks

- 1) Begin reviewing tasking responses and finaling cases
 - Verify document accuracy
 - Verify that additional taskings are/are not required
 - Burn documents
 - Draft correspondence using correct boilerplate language
 - Prepare final package for QA

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